

## **Advisory Committee Meeting**

### **Minutes**

**March 31, 2010**

#### **In attendance**

Faith Line, Ray McBride, Kristen Simensen, Drusilla Carter, Sarah McMaster, Catherine Buck Morgan, Wlodek Zaryczny, Rogan Hamby, Drusilla Carter, Colleen Carney, David Goble, Frank Bruno

#### **I. Approval of Minutes**

Faith moved to accept the minutes as presented. Drusilla seconded. Unanimously approved.

#### **II. Committee Reports**

##### **A. System Admin Committee**

###### **i. Helpdesk**

Catherine reported that they have seen few helpdesk tickets, and that single event tickets with no follow up are treated as one-time events. Communication on issues may be a problem or it could be that issues are being resolved. Rogan pointed out that issues that aren't reported can still cause problems, and once they know about it they can fix them. One problem of network errors when loading templates is not understood and not easily replicable. Further information is needed to address this issue.

###### **ii. Test Server**

A reminder that the test server is not a training server.

###### **iii. Reports**

- a. Hoping to get more information from Evergreen conference and Rogan is working on this, as is Shasta. Making progress. Rogan will mail out circulation reports to all libraries next week.
- b. Please continue to send IMS costs to Rogan.

##### **B. Finance**

As cards cannot be deleted, it is important to note that inactive cards are not to be used for determining cost shares.

Catherine reported that SCLENDS purchasing needs are to go through her in order to satisfy SC procurement guidelines. SCLENDS sticker purchase caught the eye of oversight officials, and small amount of purchase is not a problem. However, the need to avoid any problems with this account is necessary.

Wlodek and Drusilla reiterated that any invoicing that can occur in the current year should occur soon.

Sarah asked about accounting procedures for credits in SCLENDS account.

### **C. Governance**

Nothing to report.

### **D. Circulation**

Catherine sent out a message that we should count ICLs as ILLs for the annual statistical report. This will cause a flag in the system, but please attach a note. As of March 31, 1,644,204 items circulated with-in the consortium since May 28.

### **E. Cataloging Issues**

#### **i. De-Duping Records**

Rogan, Shasta, and Lynn worked to develop a match key and guidelines for de-duping procedures, and a quote was solicited from ESI based on these procedures for (\$5,500.00). Rogan noted that there are limitations to de-duping based on non-standard records that some libraries have brought in. Items with donor info or other specialized notes may need to be placed in a bucket and transferred to a spreadsheet for local consultation later. So long as cataloging procedures follow established guidelines, notes may be added back. However, cataloging staff should not add local notes to master record that are not in conformance with standard.

The test run of this process will be conducted on the test server, and when approved, will require a 1-day cataloging freeze. We will then have 5 days to approve. Following this, we will proceed to the version 1.6 upgrade.

Sarah moved, Faith seconded that we proceed with de-duping as specified and quoted by ESI. Unanimous approval.

#### **ii. Last Copy**

Sarah has not as yet had a conversation with Nancy, but will get started soon.

### **F. Training**

Please ask staff to put tips and tricks on wiki. If staff put a tip or trick, please ask them to put their name alongside tip/trick for follow up if questions arise. Discussion for any training related to the 1.6 upgrade has not as yet started.

Beaufort has tested their contracted batch changing of item statuses and has accepted the changes.

### III. Other Questions/ Issues

- A. Hold notices. Rogan presented information about using Laser PrintPlus for print hold notices. He stated that it isn't as clean as he would like, and it does require some manual cleanup in an excel spreadsheet. These problems may be alleviated in v. 1.6.
- B. Telephony. Asterisk is an open source telephony product that is used by some Evergreen libraries. Grand Rapids, MI, is using this extensively, and it may require support. ESI is trying to integrate this, though Rogan stated that he isn't sure where this fits in their schedule and priorities. King County has requested this in their enhancements.
- C. RFID and ITG – ITG is paying for ESI to develop Evergreen to automatically turn on and off the security feature on tags.
- D. Unique now can consider cost of item in determining whether or not to send a patron to collections.
- E. IMS Cost analysis. ICL costs are likely to drive the train on many of the decisions. Hold Stalling – Faith suggested that hold stalling should be reinstated. Sarah felt this might cause some PR issues for libraries and staff. Ray suggested that de-duping should happen first. Changing your OPAC links to start with local system will save on IMS charges, so libraries that are not having patrons search the local system first.
- F. Kristen raised the need to hold blocks, as patrons with accounts that are blocked cannot place holds on items from other systems. The problem was that patrons with blocks on their accounts are still able to place holds.
- G. Colleen related the experience in York that some patrons are frustrated with Evergreen, with one board member requesting that the library go back to Sirsi-Dynix. Beaufort's experience here may be helpful. Rogan is also going to discuss these issues with staff in York in order to alleviate some of the concerns there. Traffic shaping appliances may help this. Catherine reiterated that the system Admin meeting on April 13 will also deal with DSIT bandwidth issues.
- H. The AC discussed protocols for new libraries coming on to SCLENDS. The need for system stability and retaining an opportunity to join must be balanced. The AC restated the need to get de-duping completed, a version upgrade completed, and a stable system before entertaining new member requests. However, a specific process with an "open enrollment" period may be useful to consider. The discussion will continue following July 1.
- I. New reciprocal borrowing agreements. SCLENDS libraries are allowed to form new agreements with outside libraries, provided that the materials of the consortium are not available without purchase of an OOC card. A new helpdesk ticket should be submitted requesting (a) reciprocal patron type(s) without consortia item permissions.

Next AC meeting: Wednesday, April 28, 10 a.m.; SCSL Room 301.